



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LIBRARIAN I-KDLA

Job Number: 20001053

Job Code: 50100V150416

Job Group: 5000 - LIBRARIES

Job Established: 05/16/1995

Job Revised: 02/24/2006

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.NONE

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional library services in areas such as collection development, cataloging, circulation, interlibrary loan of materials, reference and research assistance to designated client groups for the Kentucky Department for Libraries and Archives (KDLA); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a master's degree in Library Science.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Performs complex and in-depth bibliographic and reference services. Performs cataloging and classifying of library materials utilizing multiple resources such as national computerized bibliographic databases, national union catalogs, and special library catalogs. Reviews and evaluates the effectiveness of library materials and recommends materials for purchase. Creates and maintains bibliographic control systems for organizing and arranging specialized materials within library collections. Provides professional research guidance with special collections and databases to library users. Performs interlibrary loan services, verifying book and journal requests of state agency and public library researchers. Serves as liaison between agency and local library staff and to other state agencies. Maintains records and reports. Provides programmatic information to client groups and serve as a presenter at workshops and other in-service training programs.

UNIQUE PHYSICAL REQUIREMENTS:

May be required to lift heavy boxes of books/records.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typical work setting is an office/library.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.